



Los Angeles County

COLLEGE OF NURSING AND ALLIED HEALTH

► School of Nursing
► Education & Consulting Services
► Allied Health Continuing Education

1237 North Mission Road, Los Angeles, California 90033

(323) 226-4911/6511

SENIOR TYPIST CLERK

(Vacancy Announcement)

Los Angeles County College of Nursing and Allied Health is currently seeking a highly qualified individual to fill a **Senior Typist Clerk** vacancy. Position allocated to this class performs specialized clerical duties requiring knowledge of specialized subject matter and specialized clerical functions.

Essential Job Responsibilities:

- Serves as a resource to potential students, current students and County employees by providing general and procedural information and guidance related to a variety of student support services such as admissions and records, registration.
- Maintains confidentiality of student records.
- Processes documents according to predetermined and specialized procedures for such purposes of recording/updating and maintaining student files and demographics from a student information system.
- Operates office machines such as personal computer, printers, telephones, fax machines, copy machines, etc., incidental to the performance of her/his duties.
- Screens, prioritizes, routes, distributes and records correspondence as needed.
- Maintains payroll documents and follow up on timekeeping issues.

Desirable Qualifications:

- Excellent customer service, strong written and oral communication skills.
- Computer literate/skills in Microsoft Office.
- Ability to work effectively and productively with minimal supervision.
- Ability to maintain confidentiality and security of sensitive information.
- Flexibility and willingness to adapt to various changes in work flow and procedures.

Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of **Senior Typist Clerk** to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered as a new-hire.

Interested applicants should submit a letter of interest, current resume, copy of their last two performance evaluations, and a copy of their time records for the past 24 months to:

Los Angeles County College of Nursing and Allied Health

Email: collegeofnursing@dhs.lacounty.gov

Telephone: (323) 226-4911

Fax: (323) 226-6343

Resumes will be accepted until the needs of the department are met.